

PROCEDURAL REGULATIONS

Rooms are personal and non-transferrable, and they cannot be exchanged amongst the Residents except under express authorization from the Management. No one is allowed to stay in a room if it's not under the condition of Resident, except under express and written authorization from the Management.

Breakfast times are from 7:30 AM to 10:00 AM; lunch times are from 1 PM to 3:30 PM 15:30 and dinner times are from 8 PM to 9:30 PM. They will all take place in the dining room. Meals will only be served in the rooms in case of illness and if this circumstance has been previously informed to the Management.

For justified reasons that advise so, the Management holds the right of changing the room of a Resident for another room of similar characteristics without the Resident receiving any compensation.

The modification of the furniture in the rooms or common areas without written consent from the Management is strictly forbidden. Nailing, pinning and sticking on the walls, ceiling, doors, Windows, furniture, floor or cupboards is forbidden.

The rooms will be cleaned daily (except on Saturdays, Sundays and holidays) in the morning, for which each room must be unoccupied and tidy before 12 p.m. Otherwise, it will be assumed that the Resident does not require the cleaning service. Bed clothes and towels will be changed weekly.

In the event of a lost or stolen room key, the Management must be immediately informed, who will proceed to change the lock or provide with a copy of the key, for which the Resident will bear the costs. In this case, the Resident will be given a copy after paying 60 €.

The Residence is not responsible for the personal belongings of the residents, who are expected to take care of their valuable objects keeping their rooms locked. It is also recommended not to leave personal belongings in the common areas.

Visits are only allowed in until 10 P.M. From that time on, visits will only be allowed in cases of emergency, like medical cares. In any case, the Resident will be responsible for the behavior of their guests. Visits can spend the night only if they are authorized by the Management, price per night and breakfast in your room 25€.

DUE TO COVID-19, Visits are not allowed, only one person is allowed in the Resident room but common areas like sitting room, dinning room and kitchen are not allow by visits.

Silence must be respected between 10 P.M. and 8 A.M. During this time, any noise that could disturb the rest, study or work of the residents should be avoided.

Residents are allowed to have in their rooms radios and audio-visual equipment of their

own, but these can only be used with headphones or at volume levels that are not perceptible for the rest of the Residents.

Dining room, kitchen and laundry room are areas are for exclusive use of the Residents.

No other person is allowed in them without previous authorization by the Management. It is totally forbidden to celebrate parties in the common areas or rooms.

It is forbidden to bring in and consume alcohol, drugs, narcotics and psychotropic substances, as well as to possess weapons, explosives or any other object that could imply a risk of physical or psychological harm for other people. The possession of pornographic material is also forbidden. Animals are not allowed in.

Smoking is not permitted in any area of the building, as well as lighting candles, joss sticks or any other object that produces flames, smoke or bad smells. Cooking is also not permitted inside the rooms.

Residents must be correctly dressed and clean to access the common areas. All Residents must maintain the living and health conditions of the rooms and the areas they use, leaving them tidy and clean after using them. They must also respect the facilities, furniture and material belonging to The Residence, as well as the belongings of other Residents and staff members.

The use of the Internet for any illegal activity or other action that violates third parties right or moral is strictly forbidden. It is also forbidden to overload the net by sending bulk email messages and/or any other activity that can bother other users.

By the end of their stay, Residents must leave their room and take with them all personal belongings. The storage of objects in The Residence is not allowed without previous written permission from The Management. The Management is allowed to make use of all objects that have not been collected by their owner 15 days after the notification issued by The Residence, as it will be considered abandoned and the Resident will be considered to have waived the right of ownership.

THE MANAGEMENT OF “The Residence “RESERVES THE RIGHT TO TAKE THE MEASURES THEY DEEM NECESSARY IF ANY OF THE AFOREMENTIONED RULES IS BREACHED. THE CONTRACT AND THE INTERNAL RULES ATTACHED TO IT REGULATES THE RELATIONSHIP BETWEEN THE PARTIES.